How to Schedule an Appointment

1. At PGCC’s Home page click on the MYPGCC tab on top of page. Then Log On

2. At MYPGCC click on My Appointment tab on top right of page.
3. If you are a returning **Starfish** user skip to Step 4.
   - If you are a first time **Starfish** user begin by setting up your student profile.
   - To set up your profile: Under **Customize Your Profile**, Click on **Upload a Photo** (don’t worry, we don’t need your photo now).

   ![Starfish User Profile Setup](image)

   - Fill in the appropriate information in your profile.

   ![Starfish User Profile](image)

   - Click the **Submit** button.
   - Click the **Ok** button to update your profile.
   - Click the **Services** tab on the top left of page.
4. To make an appointment at the Largo Campus. If you prefer to make an appointment with a specific Advisor, skip to step 6.
   - Under **Advising and Transfer Services - Largo**, click **Schedule Appointment**.

5. Select the preferred date from the Calendar on the left.
   - Click on the green plus (+) sign next to your desired appointment time.
   - In the **Add Appointment** box select a reason.
   - Fill in appointment information in the **Detailed Description** box.
o Click Next.

o Select “no course” or a specific course if applicable.

o Click Schedule.
6. If you prefer to make an appointment with a specific Advisor:

   o Click the services tab.
   o Under Advising and Transfer Services – Largo,
   o Click Schedule Appointment.
   o Click the Advising and Transfer Services – Largo link near the bottom of the page. Scroll to find the preferred advisor.
   o Click Schedule Appointment for the preferred advisor.
   o Follow Step 5 above.

7. Look in your PGCC student e-mail account for an appointment confirmation.

8. To Cancel or Edit an existing appointment.

   o Go to Home.
   o At Appointments use the Drop Down Menu to find appointment.
   o Click the calendar icon on your scheduled appointment to open the Appointment Menu.